

Introduction

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E-mails recorded in the student, teacher, and permanent mailing list modules can be extracted in separate ‘bulk’ operations via the respective reporting screens.

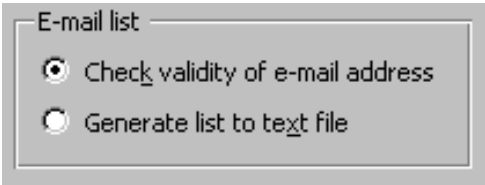
The generated list is a standard ASCII text file containing one line per e-mail address — only the e-mail address is exported.

The procedure is the *same* for each of the three modules — only the file name is different:

Module	Exported ASCII file name
Student	ac-email-std- < date > .txt eg. ac-email-std-20040106.txt
Teacher	ac-email-tch- < date > .txt eg. ac-email-tch-20031218.txt
Mailing List	ac-email-mail- < date > .txt eg. ac-email-mail-20040331.txt

The exported file(s) are saved in C:\

Two options are available from each module:



< Validity

As you record the e-mail address in the respective field, a check is made by *Adminware* as to the validity of the e-mail address. An incorrect e-mail address results in a dialog box messages noting the ‘problems’ — *you* can still save the incorrect e-mail address but the onus is on *you* to correct the problem(s). An **invalid** e-mail list is **not** exported!

You can use the **Check validity of e-mail address** option to ‘double-check’ all of the currently recorded e-mail addresses *prior* to generating the list.

< Generate

This exports the e-mail addresses to the specified file name for the current selection criteria.

Student

From the Report screen, choose the E-mail list (ASCII txt) report type:

Report (current term) Type

☐ Division (landscape) ☐ Receipt ☐ Label

☐ Class Register ☐ Fee reconciliation ☐ Envelope

☐ Dept of Education ☐ Tuition balance owing ☐ Transcript

☒ E-mail list (ASCII txt)

E-mail list

☐ Check validity of e-mail address

☒ Generate list to text file

Term: (All)

ASCII text file path/name: C:\ac-email-std-20040109.txt

When generating the list, three criteria options are available:

- < Term (either all or the current term)
- < One class
- < Student status

~ Validity check

A pop-up dialog box appears.

Click the Get List button to check the validity of *all* student e-mail addresses.

Any invalid e-mails are listed.

NOTE: the Print button is not yet available (sorry for the inconvenience).

Validate Student E-mail Addresses

'Bad' E-mail Addresses

Finished 58 'good' e-mails

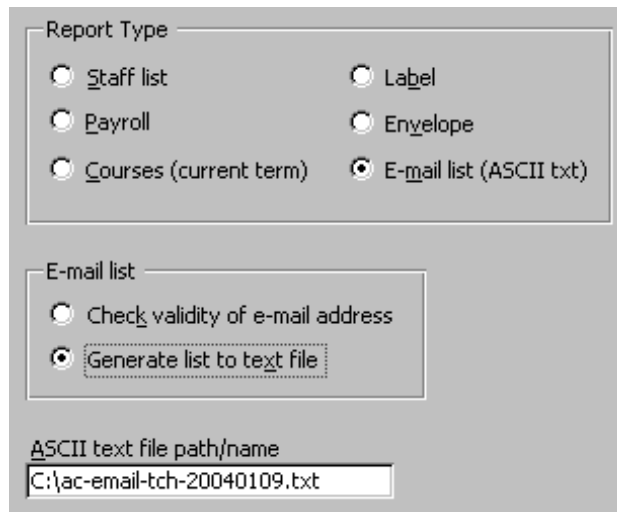
Invalid e-mails:

Stdid	E-mail address
4365	668=4401
11829	a.wrong@email@address.com.

Close

Print

From the Report screen, choose the E-mail list (ASCII txt) report type:



The screenshot shows a dialog box titled "Report Type". It contains two sections. The first section, "Report Type", has six radio button options: "Staff list", "Payroll", "Courses (current term)", "Label", "Envelope", and "E-mail list (ASCII txt)". The "E-mail list (ASCII txt)" option is selected. The second section, "E-mail list", has two radio button options: "Check validity of e-mail address" and "Generate list to text file". The "Generate list to text file" option is selected. Below these sections is a text field labeled "ASCII text file path/name" containing the path "C:\ac-email-tch-20040109.txt".

When generating the list, one criteria options are available:

- < the Teacher has courses in the current term

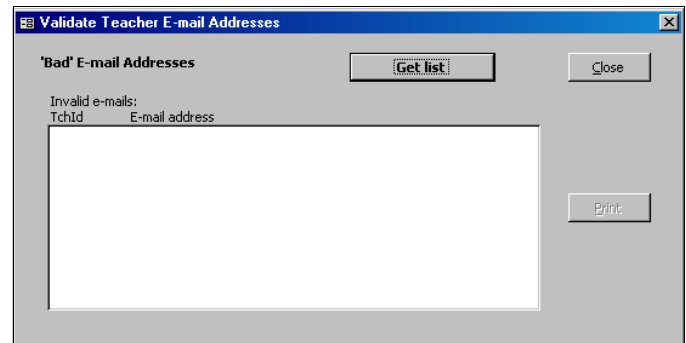
~ Validity check

A pop-up dialog box appears.

Click the Get List button to check the validity of *all* teacher e-mail addresses.

Any invalid e-mails are listed.

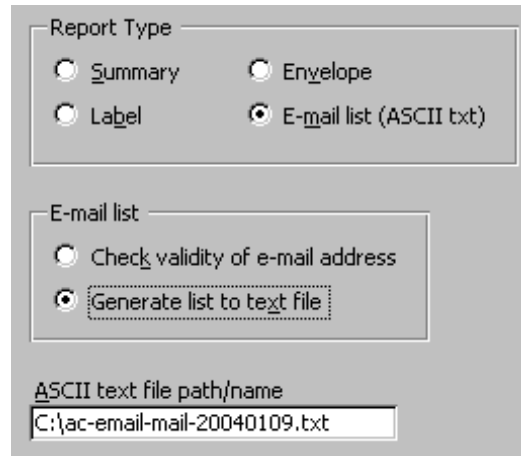
NOTE: the Print button is not yet available (sorry for the inconvenience).



The screenshot shows a dialog box titled "Validate Teacher E-mail Addresses". It has a "Get list" button and a "Close" button. Below the buttons is a section labeled "'Bad' E-mail Addresses" with a sub-label "Invalid e-mails:". Under this, there are two columns: "Tchid" and "E-mail address". A large empty text area is provided for listing invalid e-mails. A "Print" button is located at the bottom right of the dialog box.

Mailing List

From the Report screen, choose the E-mail list (ASCII txt) report type:



The screenshot shows a dialog box titled "Report Type". It contains two sections. The first section, "Report Type", has four radio buttons: "Summary", "Envelope", "Label", and "E-mail list (ASCII txt)". The "E-mail list (ASCII txt)" option is selected. The second section, "E-mail list", has two radio buttons: "Check validity of e-mail address" and "Generate list to text file". The "Generate list to text file" option is selected. Below these sections is a text field labeled "ASCII text file path/name" containing the path "C:\ac-email-mail-20040109.txt".

When generating the list, one criteria options are available:

< Mail type

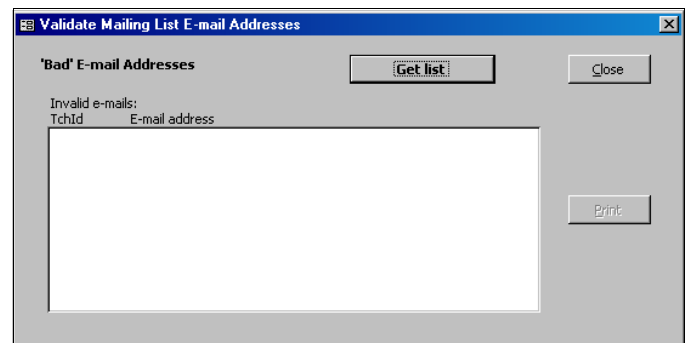
~ Validity check

A pop-up dialog box appears.

Click the Get List button to check the validity of *all* mailing list e-mail addresses.

Any invalid e-mails are listed.

NOTE: the Print button is not yet available (sorry for the inconvenience).



The screenshot shows a dialog box titled "Validate Mailing List E-mail Addresses". It has a "Get list" button and a "Close" button. Below the buttons is a section labeled "'Bad' E-mail Addresses" with a sub-label "Invalid e-mails:". Under this, there are two columns: "Tchid" and "E-mail address". A large empty text area is provided for listing invalid emails. A "Print" button is located at the bottom right of the dialog box.